Active People

Travel Assistance Guidelines

About the Program

The Active People - Travel Assistance funding program provides Logan residents with opportunities to enjoy sport and recreation. Through this program Council may provide grant assistance to apply for funds meeting the following consideration:

- Direct travel and accommodation expenses;
- Compulsory competition fees; and
- Compulsory uniform items.

This Operating Guidelines provide clear parameters and procedures for the administration and allocation of Council funds through this program, including:

- Funds allocation
- Eligibility criteria
- Application and approval process
- Assessment criteria

Legislative Requirements

In adopting this Operating Guideline it is recognised that there are specific legislative requirements to be met. Relevant legislative requirements are the:

- Local Government Regulation 2012.

Strategic Context

The Operating Guideline is to be read in conjunction with key strategic documents of Council including:

Logan City Council Corporate Plan	Corporate Plan Objective: To outline priorities and service delivery commitments aimed at achieving the City Vision of building our communities, our businesses and our pride.
Grants to Community Organisations Policy	Policy Objective: To outline corporate guidelines on the provision of grants and subsidies to community organisation and individuals in accordance with Section 194 (Grants to community organisations) of the *Local Government Regulation 2012.*
Sport, Leisure and Facilities Branch Annual Business Plan	Plan Objective: To outline projects and key performance indicators that will be actioned and assessed for the Sport, Leisure and Facilities Branch.

Program Outcomes

The program aims to assist individuals in covering costs associated with attending State, National or International competitions.

Detailed information regarding timeframes for funding is published annually on the Logan City Council website.

Eligibility Criteria

Applications will be considered from:

1. Individuals who have sought funding up to six (6) months after competition commencement date and on receipt of evidence that your nominated event was held and evidence of payment for expenses incurred using the application form attached to your Smarty Grants profile.

2. Individuals who are residents located in the City of Logan;

3. Individuals that can demonstrate selection (letter of selection) to participate in State, National or International Competition (or equivalent level representation) by the Association of the chosen sport as an athlete, umpire or referee. ***Note: letter of selection must be on letterhead and include competitors name, event, date and location***;

4. Individuals that are attending a championship sanctioned by the State or National Sporting Association for either;

    o Queensland State Championship;
    o Queensland State School Championship;
    o Australian National Championship; and
    o Australian National School Championship.

5. Individuals that are attending an international sport listed on the Sports Directory under the Australian Sports Commission Local Sporting Champions grant criteria.

6. Individuals that are attending an international sport listed on the Sports Directory under the Australian Sports Commission Local Sporting Champions grant criteria, held within Australia will receive a reduced amount to those competing overseas.

7. Individuals that are attending one of the above approved championships that is located *more than* 100km road distance from the place of residence for a one way trip;

8. Individuals that are attending one of the above approved championships that is located *within* 100kms road distance from the place of residence for a one way trip, the applicant *must demonstrate* and provide evidence that registrations fees only for that competition is $300 dollars or greater.

9. Individuals that have no outstanding debt with Logan City Council;

10. Individuals have no overdue grant acquittals with Council (unless a specific grants program has alternate arrangements in place to manage overdue grant acquittals;

11. Individuals can submit more than one application per financial year, however can only submit one application per round. *Note: the maximum funding per individual per financial year is $1,000.*

12. Individuals who are applying for funding towards direct travel expenses related to the nominated event, which include (please note that this does not include food):

  o Flights,
  o Accommodation,
  o Competition levies,
  o Compulsory team uniforms,
  o Car hire and petrol.

Applications will be ineligible if the following apply:

1. Individuals who have sought funding prior to competition commencement date;

2. Individuals who are not a resident of Logan City;

3. Individuals who cannot demonstrate selection to participate in State, National or International Competition (or equivalent level representation) by the Association of the chosen sport as an athlete, umpire or referee;

4. Individuals that are not attending a championship sanctioned by the State or National Sporting Association;

5. Individuals that are attending championships that are located within a 100km road distance from the place of residence for a one way trip and cannot demonstrate and provide evidence that registrations fees only for that competition is $300 dollars or greater;

6. Individuals that have an overdue debt to Council at the time of application;

7. Individuals who have overdue grant acquittals with Council (unless a specific grants program has alternate arrangements in place to manage overdue grant acquittals;

8. Applicants who have applied for more than the allocated $1,000 per financial year;

9. Competition where applicant may be awarded prize money;

10. Applications for training camps, family travel expense, food and drink, optional uniform items and equipment for participation;

11. Applications from organisations, State or Australian Government departments, other councils or individual private enterprises;

12. Applications that contravene an existing Logan City Council Policy or Operating Guideline.

Application Process

Applicants seeking funding can apply by submitting an application form online up to six (6) months after the Competition Start Date. Applications can be received through online submissions only, available through the Logan City Council Website.

An online application along with the provision of a Letter of Selection from the State or National Sporting Body, proof of residency and proof of expenditure for the nominated event must be provided to be eligible for support through the Active People - Travel Assistance Funding Program.

Assessment Process and Decision Making Process

Once submitted, an application will be assessed according to the eligibility criteria. Please note, Council reserves the right to not approve an application.

Notification Process

All applicants will be notified in writing of the outcome of their application.

Timeframes

Council will endeavour to adhere to the following timelines for assessment and notification:

Process	Timeframe
Notification application received	24 hrs after receiving application
Notification of Application outcome	Within six (6) weeks from receipt of the application
Payment	Within six (6) weeks of application being submitted and upon receipt of evidence that your nominated event was held and evidence of payment for expenses incurred using the application form attached to your Smarty Grants profile.

Funding Source

Funding for the Active People - Travel Assistance is provided by Council funding from their Annual Budget. All grant funds will be allocated, administered and managed in a responsible and transparent manner and in keeping with Logan City Council's Grants to Community Organisations Policy. The program may be closed at any time, subject to budget availability

Restrictions/Limitations

This Operating Guideline relates specifically to the Active People - Travel Assistance and does not refer to any requirement for other Council funding opportunities.